



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT **ANNOUNCEMENT NUMBER - 8**

OPEN TO: All Interested Candidates

POSITION: **Real Property Assistant, FSN – 7; FP- 7**
Dependent upon qualification and experience,
incumbent may be hired at a trainee grade.
(Filling this position is contingent upon the availability of funds.)

OPENING DATE: February 26, 2004

CLOSING DATE: March 11, 2004 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Real Property Assistant in the Real Property Management Unit, General Services Office.

BASIC FUNCTION: The incumbent is assigned to the Real Property Management Unit, General Services Office and is supervised by the Real Property Supervisor. He/She will monitor residential make-ready process, schedules and conducts check-in and check-out inspections, drafts letter, memoranda, fax for various



issues, represents Real Property Management and negotiate with landlord's representative and officials of utility authority and Dhaka City Corporation.

Major Duties and Responsibilities:

✚ The incumbent will act as a team leader of the section and supervise the other members of the Real Property Unit. Manages Mission's leasing program in strict accordance with OBO requirements. In absence of FSN supervisor responsible for the management of the housing/leasing program. Responsible for real property leasing, cost data maintenance, and landlord/tenant liaison. He/She will assist the FSN supervisor to negotiate lease terms with landlords who are normally very high-ranking government, military officials and business people of the country. Fields and assists GSO in resolving occupants' concerns, complaints and problems.

✚ Arrange with utility companies to provide services for government-owned and leased properties. Handles all utility service problems through effective liaison with host government offices. Prepares rental payments and utility vouchers to submit to Financial Management Office for payment. Resolve construction problems affecting the use of neighboring U.S. government premises. Assists Facility Manager/Residential Maintenance in scheduling projects involving minor construction and renovation prior to acceptance of a leased property at the termination of the lease.



✚ Is responsible to supervise the drafting and drafts memos/correspondence and fund reservation requests as appropriate for Mission leases. Assist the section in the preparation of various real estate reports; distribute the reports quarterly and annually as required, including Real Property Application (RPA). Prepare post-housing profile and closely monitor the approved housing profile.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of Bachelor's Degree from a recognized University. Advanced training in leasing/utility and/or maintenance is desirable.
- 2. Language Proficiency:** Good working knowledge of spoken and written English and Fluent in Bangla.
- 3. Prior Work Experience:** 3 years experience, of which at least one year with utility/leasing company.
- 4. Knowledge:** A good working knowledge of housing make-ready process, utility system.



5. Skills and Abilities:

-  Ability to type 30 words per minute.
-  Good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access etc.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and the U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521.** A copy is also attached hereto for your convenience.

[Application Form](#)

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).** A copy is also attached hereto for your convenience.

[OF-612 Form](#)

ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.



NOTE: CV's will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka - 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

AN EQUAL OPPORTUNITY EMPLOYER

Cleared by:

HRO: A/GSO: FMO: MGT/C